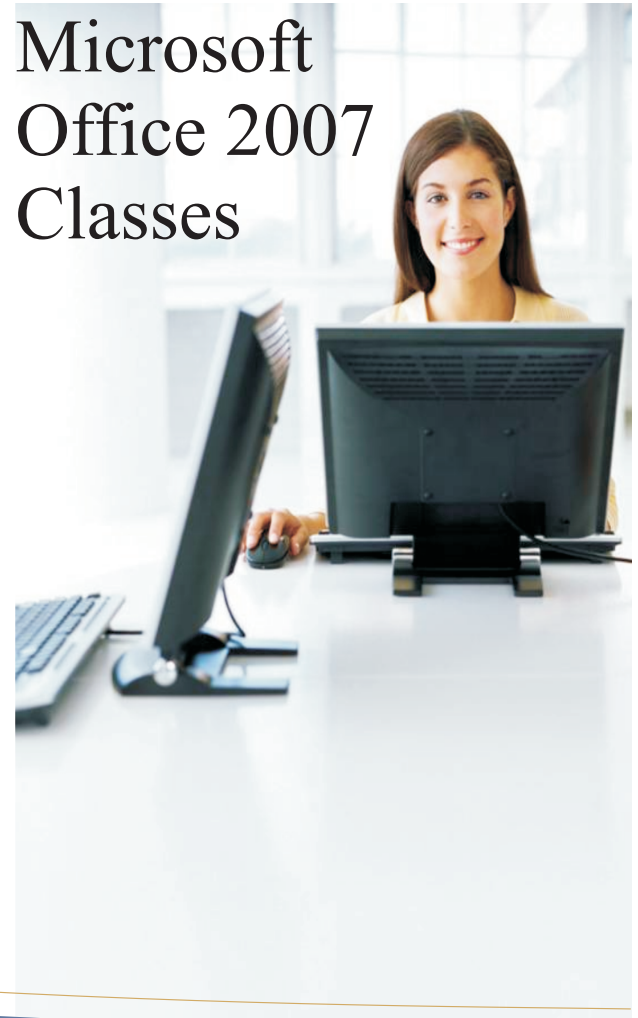


Microsoft Office 2007 Classes



Naval Medical Center Portsmouth
IMD TRAINING DIVISION
BUILDING 3, 2nd Floor
620 John Paul Jones Circle
Portsmouth, Virginia 23708-2197
(757) 953-5458



Microsoft Office 2007 classes are available free of charge to all staff members assigned to Naval Medical Center Portsmouth and the Branch Medical Clinics.

IMD Training Division offers classes in the following Microsoft Office 2007 programs: Outlook, Word, Excel, PowerPoint and Access.

All classes are presented in the IMD Training Division classrooms located at NMC Portsmouth, building 3, second floor behind the Family Medicine clinic.



Microsoft Outlook 2007 - Explore Outlook's components and capabilities; use e-mail; create contacts; manage the calendar; configure tasks; and keep notes.
(1 Day)

Microsoft Word 2007 - Use innovative tools and features to more effectively create, edit, enhance and finalize documents.
(1 Day)

Microsoft Excel 2007 – Discover this powerful program for creating worksheets and workbooks designed for turning your data into useful information.
(1 Day)

Microsoft PowerPoint 2007 - Improve the way you create, and present information. Use enhanced multimedia capabilities to deliver presentations with more impact.
(1 Day)

Microsoft Access 2007 – A Database program designed to improve the way you organize, manage, interface, display, and share information.
(2 Days)

Classes are of one or two days in duration.

All classes begin at 0800 and end no later than 1500

To schedule a class or questions related to Microsoft Office, please call IMD Training at (757) 953-5458.

